

**INTERAGENCY AGREEMENT FOR
ARKANSAS AGENCY TRAVEL CARD PROGRAM PARTICIPATION**

This agreement between the Arkansas Department of Finance and Administration, Office of State Procurement (OSP) and the _____ (Agency/Institution), is for the purpose of implementing the Arkansas Agency Travel Card Program (Program) for payment of travel expenses associated with official State travel and certain other approved travel related purchases. The State of Arkansas Agency Travel Card Program is available for Agencies and Institutions, and their employees who have bona-fide travel expenses, and who have been approved by the Agency/Institution to participate in the official State program. Agency/Institution understands that cards (BTC) may be issued only to employees of that Agency/Institution and such cards are for payment of the expenses resulting from official travel only, and the employee is personally liable for payment of charges. The Agency/Institution also may request and receive Business Travel Accounts (BTA) and Sponsored Business Travel Cards (SBTC), and accepts full responsibility to review Card statements, verify that each purchase included on the statement is for official state business only, and shall make timely payment to the Card Company through established payment procedures at Agency/Institution. Agency/Institution understands that it is solely responsible for any payments, fees or interest assessed against any agency responsible Card for failure to make timely payment.

Agency/Institution will designate in writing, an Agency Travel Card Program Coordinator and a backup Coordinator; and OSP and UMB Bank (Card Issuer) may rely on instructions received from the Coordinator or backup Coordinator as properly authorized. The Coordinator or the backup Coordinator is the individual responsible for initiating valid BTC requests, Business Travel Accounts (BTA), and Sponsored Business Travel Card (SBTC) issuance and related issues. Duties also included are reporting lost or stolen Cards and changes in the limitations of expenditures placed on individual Cards/Accounts. Agency/Institution shall obtain a signed Application (a copy of which is attached as Exhibit A) from each qualified Agency/Institution employee (Cardholder) prior to issuance of a Business Travel Card (BTC) Account or a Sponsored Business Travel Card (SBTC) Account and may maintain a file of the applications and requests with any Social Security Number or other personnel records deleted.

Agency/Institution understands that the conditions contained in this agreement, and policies and procedures established by OSP are intended to set a minimum level of standards and controls for the Program and that it is the responsibility and duty of Agency/Institution to determine whether or not these conditions and policies should be complemented with more stringent guidelines for use of the Card(s) by Agency/institution employees.

This agreement is effective upon approval by the Office of State Procurement and shall remain in effect until terminated under the same terms and conditions, or the Program is discontinued or is modified. This agreement may be terminated by either party upon 30 days written notice to the other. OSP may terminate this agreement with no notice to Agency if OSP determines that the Agency/Institution has failed to comply with any term or condition of this agreement.

Office of State Procurement:

Agency:

By: _____ Date _____ By: _____ Date _____
Director Agency Head

By: _____ Date _____ By: _____ Date _____
Joseph A Giddis

By: _____ Date _____ By: _____ Date _____